

"Proud Home of the Extreme"

LWM Routines – September 2020

(This document is subject to change as necessary based on ministry updates)

ARRIVAL ROUTINE

MASKS: Masks are currently mandatory when you are outside of your team classroom, except when you are outside of the building. (e.g. Hallways, Bathrooms, busses, Band, LRT, Expos, Lib. etc.). LWMS will be collaborating to decide if masks are to be worn in Explorations to protect the teacher.

PROTECTIVE SCREENS: These will be located in the office and library. As well, Exploration staff, LRT, TTOC's and Counsellors will have portable screens available to them.

Staff:

Staff sign-in/WAAG – Located in front foyer. All staff MUST sign in / complete health check & sanitize via Entrance #2 (Main Foyer) each morning.

All staff please initial beside your name to confirm you are free of COVID-19 symptoms each day.

Important: If you are a **Teacher on Call (TTOC)** please initial beside the staff member you are covering to indicate absence of symptoms.

**If symptoms are present, further investigation is needed. Do not come to school. Call 811 for further instructions.*

• Fever > 38° C	YES	NO	• Difficulty breathing	YES	NO
• Cough	YES	NO	• Flu-like symptoms	YES	NO
• Sore Throat	YES	NO	• Runny nose	YES	NO
• Shortness of breath	YES	NO	• Contact with anyone with symptoms?	YES	NO

- As adults, we will aim to present a confident, comprehensive, caring approach in order to protect our commUNITY and ease anxiety: Let's begin with a positive, hopeful outlook!
- All exterior doors will remain locked at all times, except for Entrance #1 during break and lunch.
- Do **not** allow entry to anyone other than staff and students. Thank you.
- Parents and guests **must** call the office for permission to enter.
- Office staff to track outside visitors to enable potential contact tracing.
- Please ensure you always have your keys when you come to school.
- Please remember to wash your hands with the sanitizer inside the front door.

Students:

- Students will line up at their designated entrance/exit as soon as they enter the LWMS property. Encourage students to arrive close the bell time of 8:05 am
- Morning teacher supervisor will direct students to their class line-up area
- Homeroom teachers of each team to meet their team outside of their designated entrance/exit door
- One team teacher will remind students that they **MUST** be symptom free to come to school
- Should any students arrive at school feeling unwell, they will be asked by their teacher to wait outside of the building to meet with Admin at their entrance
- Teacher to contact the office (or text admin) to notify of any sick students
- Remember to “light up” and intentionally connect with your students as they arrive at school - collect their eyes
- Students will not use lockers at this time

***If any students have symptoms or have been in contact with someone with symptoms, we will immediately isolate them (outside, or medical room) and contact their parents to take them home.**

- EAs will be at their team’s entrance to encourage physical distancing as children enter the building one at a time and to remind each child to sanitize their hands and go directly to their classroom
- Teachers will remind students that they **MUST** wash their hands at the classroom sanitation station on their way into the building, and then to proceed directly to their individual work area

****Please remind students that they need to touch/use only supplies designated for their own use.***

****Students should bring their own water bottle for the day – no fountains will be open, but water bottle stations will remain open. Students must take water bottles home to be washed daily.***

WHEN CLASSES ARE IN SESSION:

Classes are to restrict their movements within the school where possible – please do not send students to the office for any reason.

If there are behaviour or medical concerns, please contact the office and Admin will come to your class. Students who are sick will be isolated and parents will be required to pick up their child. Students cannot ride the bus if they have symptoms. Parents of students that are sick are advised to contact 1-888-COVID19 and follow their recommendations before returning to school. LWMS will follow the direction of Interior Health to have guidance on when to notify a cohort/ team. **WE ARE NOT ALLOWED TO NOTIFY PARENTS WITHOUT THE CONSENT OF INTERIOR HEATH.**

TEAMS (Cohorts)

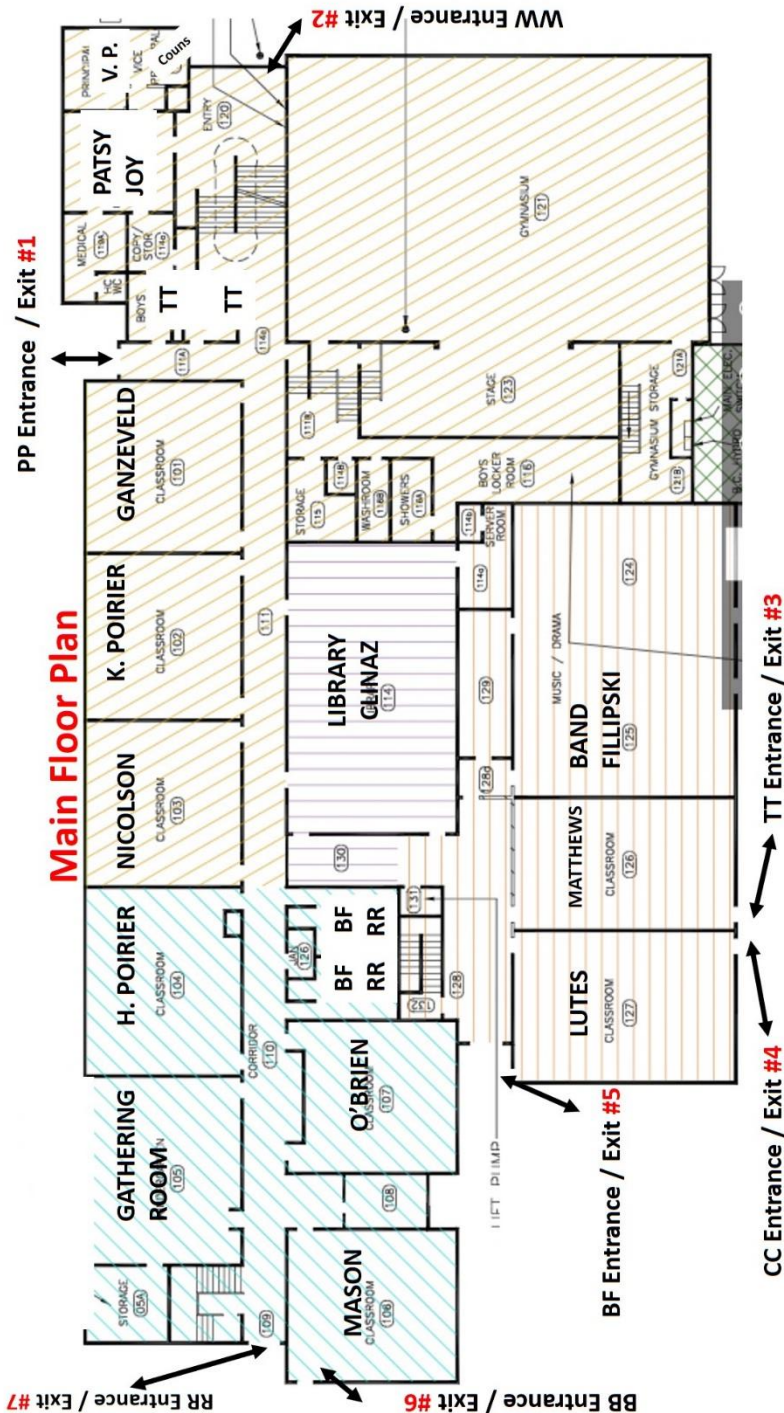
****Groups must remain the same all year and are a maximum of 60 people, including adults and children***

Learning Cohort	Classes	# of Students	# of Adults	TOTAL #
RR	K Poirier; G Nicholson			
BF	H Poirier; O’Brien			
BB	Evanoff; Mason			
WW	Moore; Pare			
PP	Wood/TBA; Turner			
TT	Ganzeveld; Matthews			
CC	Lutes; Hamilton			

ENTRY/EXIT DOORS: (Refer to plan below)

**Reminder : Staff begin the day by using the main entrance to complete their sign in & health check.*

**When students transition between learning spaces, they MUST be led by an adult to ensure physical distancing between cohorts.*



PP – Entrance 1: Use staircase by **changerooms** to get to Upper Floor

WW – Entrance 2: Use **main** staircase to get to Upper Floor

TT – Entrance 3 : Use staircase by **changerooms** to get to Upper Floor

CC – Entrance 4 : Use **Hobbit** Staircase to get to Upper Floor

BF – Entrance 5 : Use **back** staircase to get to Upper Floor

BB – Entrance 6 : Use **back** staircase to get to Upper Floor

RR – Entrance 7 : Use **main** staircase to get to Upper Floor

Washrooms:

The custodial staff will clean washrooms regularly.

Students

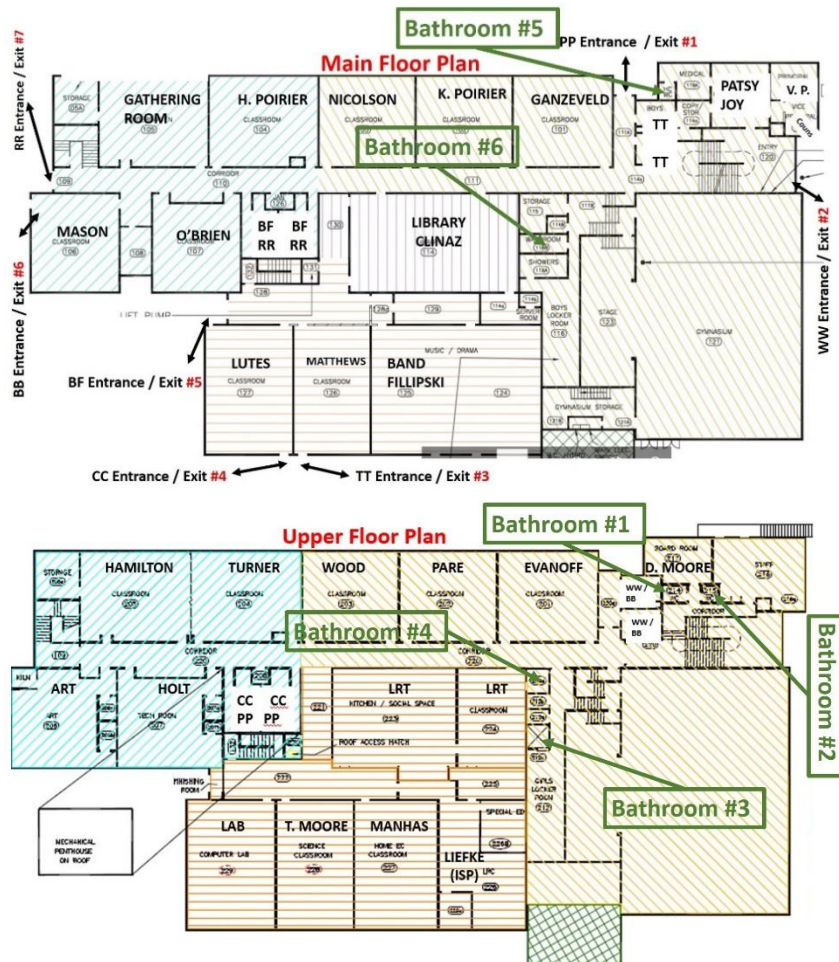
Only use washrooms assigned to their cohort – see plan below.

Staff Washrooms

*Out of respect for our community, please remember to wash hands **before and after** using the washroom and use the provided spray bottle to clean.

*Staff washrooms (CEAs follow their team assigned bathroom below). Note: Discussion with Team Leaders resulted in a recommendation for assigning bathrooms. The hope is that this will reduce contact points.

Bathroom	Room	Assigned staff
1	214	Males from BB, PP, CC, WW
2	215	Females from BF, RR, TT, Kyla, and Ind. Staff
3	212c	Females from CC, PP, BB, WW
4	224c	LRT, Ken, Avtar, Band teacher, Admin
5	119a	Isolation bathroom
6	116b	Males from BF, RR, TT



NUT BREAK AND LUNCH ROUTINE

Nut Break:

Nut Break supervision will be scheduled, as usual; areas will coincide with your Team's daily assigned playground area. Teachers will lead their block 2 class out to their playground area prior to taking their own break.

- Nut break and lunch will be in the same area for the whole day.
- Please keep track of which area you should be in – perhaps note it on your Shape of the Day. ☺
- Students MUST wash their hands prior to leaving any learning space.
- ***RR BF & BB** will go outside for nut break.
- ***WW PP TT & CC** students will be led to their homeroom classroom in time for nut break by their block 2 teacher.
 - These students may grab a snack and take their break in their homeroom classroom.

Lunch:

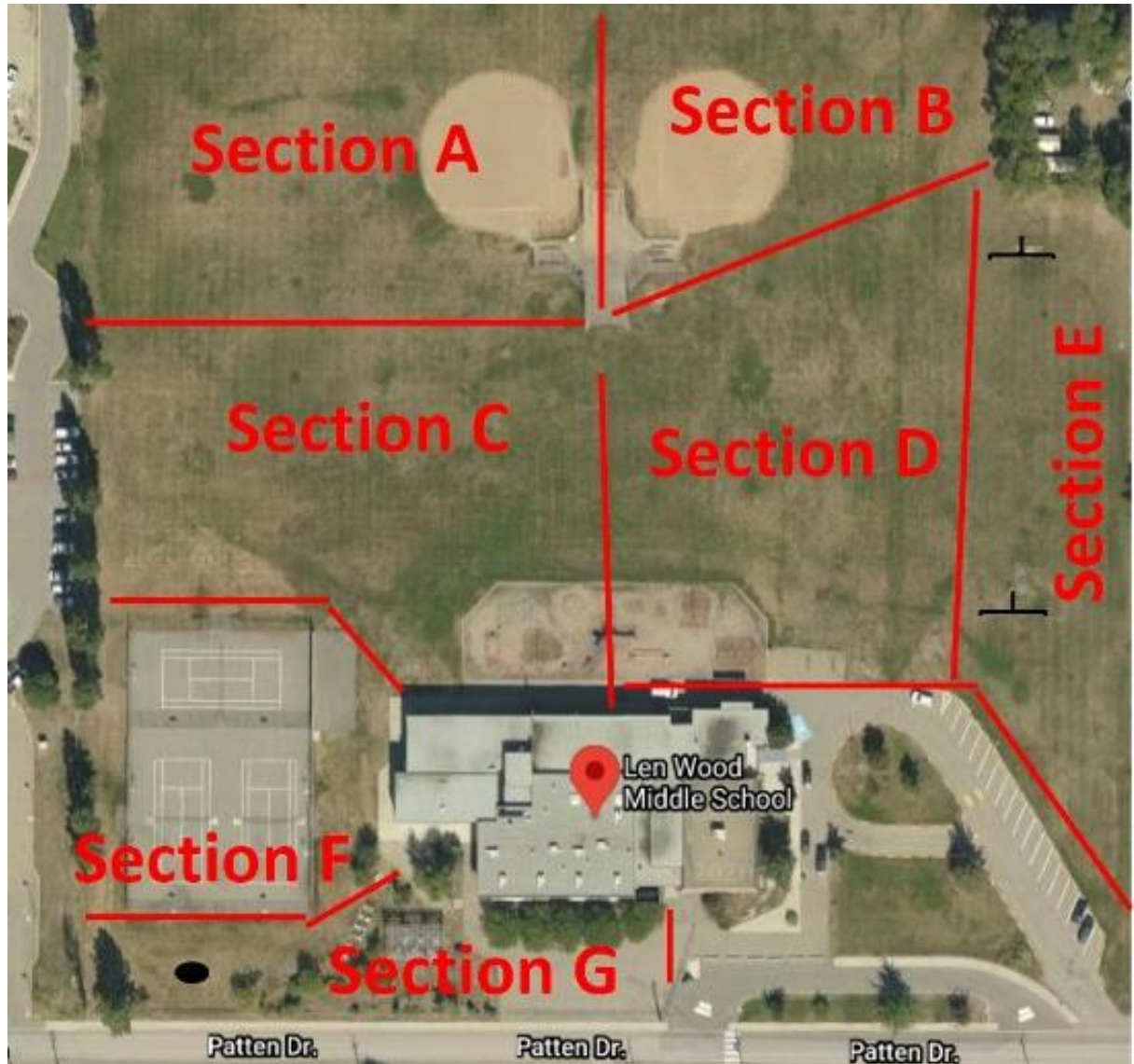
- Block 4 may need to end slightly early to ensure adequate eating time is provided (prioritize hand washing protocols)
- Teachers will supervise their students during eating time and then lead them to their designated playground section by 12:10.
 - Eating time will be 10 min. – *Students will wash their work space (teachers/EAs spray work surfaces; children wipe with paper towel) and hands; eat; clean their work space again after eating and wash their hands again after eating; and then do a quiet activity until it is time to go outside or resume class*

DESIGNATED PLAYGROUND AREAS – See below for plan.

****Your Learning Group will start at the area assigned on the first full day of school and then will work around from area to area in alphabetical order each day that students are in session.***

E.g. Day 1: RR is in Section A. Day 2: RR moves to Section B.
Day 1: CC is in Section G. Day 2: CC moves to Section A. etc.

Designated Outdoor Play Area for Day 1	Teams (Cohort)
Section A	RR
Section B	BF
Section C	BB
Section D	WW
Section E	PP
Section F	TT
Section G	CC



- Encourage non-contact activities / no equipment games.
- Outside time will be 30 minutes.
- Encourage students to bring umbrellas for rainy days, as outside time will be mandatory for the time being.

DEPARTURE ROUTINE:

Staff:

- When you are ready to leave the building, please ensure your door sign is flipped (indicating your room needs cleaning).
- Use hand sanitizer upon exit.

Student Dismissal:

- Beginning at 2: 15, teachers will begin the exit process, reminding students of safe physical distancing expectations
- Students and staff MUST wash hands before leaving the room
- Use the designated stairwell and exit door for your Team
- CEAs will be at each entrance/exit of classrooms to ensure physical distancing as children exit the building one at a time and to remind each child to sanitize their hands and follow their teacher to their line-up area.
- *Teachers* line up their students outside their designated entrance / exit:
 - *Teachers* dismiss students that are walkers reminding them to head directly home.
 - Walkers and cyclists will leave the school grounds immediately – no loitering or playing after school.
 - *Teachers* dismiss students being picked up to their pick-up area
 - *Remind bus students to maintain physical distancing, particularly on the bus as they will be with students from other cohorts. Masks are encouraged.*
 - *Teachers* then escort their bus students to the bus area, which will have cones for each team. Please line bus students up behind your team pylon and leave your students to be supervised by the after-school supervision staff

BELL TIMES:

8:04 MORNING WARNING BELL (Students line up at their designated entrance/exit)

8:05 - 8:14 Advisory

8:14-9:58 or 10:07- BLOCK ONE AND TWO

9:58 or 10:07 / 10:14 BELL (students will line up) -NUT BREAK

10:17- 12:00- BLOCKS THREE AND FOUR

11:55 (Start hand washing) -12:05-12:10 - EATING TIME

12:05 Teachers escort class outside and students bring their lunch if not done. (Remind students to bring in garbage at end of lunch) Teachers use designated hallway and exit to take students to their assigned playground area.

12:40 Teachers meet their class in the designated play area and enter the building through their designated entrance and use the designated stairwell

12:40-2:15- BLOCKS FIVE AND SIX

2:20 BELL (Dismissal Routine – See above)

*Admin. will be in the bus area after school

ACTIVITIES TAKING PLACE IN NON-COHORT SETTINGS / OTHER CONSIDERATIONS:

LIBRARY:

- Lessons occur in homeroom classroom
- As part of the library block, students are led to the library and bring their name bookmark
- Students put their name bookmark inside the book they wish to sign out and put the books in a “sign out” bin
- Librarian will deliver the books later in the day

BREAKFAST & LUNCH PROGRAMS:

- Carrie will provide breakfast into 7 bins. The bins will be delivered to the class by the TEAM CEA at the bell time. Team staff can be in contact with Carrie to let her know if quantities of breakfast food require adjustment.
- Lunch program is individually packed lunches from a restaurant. CEAs from a cohort will collect and distribute lunches rather than student reps.

PE:

- Outside as much as possible
- Consider: Orienteering, Shelter building, hikes, apps using personal fitness programs (FITON)
- *As soon as possible, we will distribute PE equipment to each classroom. This equipment will be kept in the classroom. Students will play no contact games until equipment is distributed.*
- *Change rooms need to be cleaned before another team arrives*
- *Teams will receive a mesh bag with equipment to be used by the team only. This equipment is for PE use only.*
- Soccer will be our main choice along with COVID games to begin the term
- Change rooms to be cleaned before next team enters
- ****Maximum occupancy for the changerooms is 14. So, classes must be divided and made to wait in the gym to keep the hallway clear.***

EXTREME ESSENTIALS:

- Chairs MUST be cleaned before the next class arrives, alert the custodian by text if possible and turn your door sign
- Masks to be encouraged particularly in these common spaces

X-BLOCK:

- On hold for now
- September will bring lost instructional time due to COVID cleaning and distancing protocols, so the extra time will no doubt be useful
- We intend to re-boot this important aspect of our school culture as appropriate, perhaps starting with in-cohort x-block offerings, giving students a choice of 2-3 options, or following passion projects or genius hour.
- This extra time will also allow for focused time on numeracy and reading assessments, or provide opportunities for class connection

TECH:

- Clean any equipment used before leaving the room
- Custodial needs to clean room before each group arrives

LAB and CHROMEBOOKS:

- In the LAB-custodial needs to clean room before each group arrives
- Clean keyboards after each use

FOODS:

- Student groups that cook food together are permitted to eat their own group's cooked food
- Clean equipment used before leaving the room
- Custodial needs to clean room before each group arrives

ART:

- Custodial needs to clean the room when you are finished, alert them by changing door sign and texting if possible
- Clean all equipment used before leaving

BAND:

- No sharing of instruments
- Chairs **MUST** be cleaned before the next class arrives, alert the custodian by text if possible and turn your door sign

REMEDY and TTOCS:

- Classroom teacher to ensure students have washed their hands before the Remedy or TTOC enters the room

STAFF ROOM

- Adults must maintain a 2m physical distance from colleagues not in their cohort. Healthy physical distancing is essential for our health and safety. This also helps with student buy-in.
- As it is a common area, masks must be worn in the staff room when you are not eating.
- *Maximum occupancy: 9 (2 per table, 1 per couch)*

NUMERACY MANIPULATIVES:

- Students will need their own assigned calculator and a small baggie with their own manipulatives or collect and clean in a sink of soapy water or in a bag in a dishwasher